

Notes/Instructions (delete this page before use)

This document is a template intended for use by Code 582 (Flight Software Systems Branch) personnel to record meeting minutes in a consistent way.

The following style conventions are used throughout:

Text in this style (style name "Normal") is used for boilerplate text that is equally applicable to most minutes and should be included without modification.

[Text in this style (style name "TAILORING ADVICE") is advice on how to tailor the text in any specific section, or an example of the type content expected.]

As the report is developed, the generic [TAILORING ADVICE] text and examples should be replaced with material that applies to the specific minutes

This table shows the update history for the template.

Version	Date	Description	Affected Pages
1.0	11/28/07	Initial version	All

FSSB <meeting name> Meeting Minutes
Building <building>/<room> - <date> - <start time>-<end-time>

Agenda

<Insert list of agenda items here. If this is a regular meeting with a fixed agenda, the agenda item list may be static.>

Attendees

Name	Role/Responsibility	Required	Present
John Doe		X	X
Jane Doe		X	X
John Doe		X	X
John Doe		X	X
Jane Doe		X	X
Jane Doe			X
John Doe			X
Jane Doe			X
			X
			X

<If there were "Required" attendees who were not "Present", explain what was done to compensate for their absence, e.g.:

- John Doe substituted for Jane Doe.
- John Doe could not attend - the minutes were sent to him for comments.

>

Discussions/Decisions

<Usually you can include the following statement:>

All agenda items were discussed.

<This saves you from having to list these items twice.>

<If any significant discussions or decisions occurred (that were not captured by Action Items), summarize them here.>

<If all significant discussions/decisions were captured by Action Items, include the following statement:>

See Action Items Section for issues/actions.

Action Item Review

<nnn> open action items were reviewed.

<nnn> action items were closed: <list AI numbers of any action items that were closed>

<nnn> new action items were assigned during the meeting:

#	Name	Action	Pri	Due
1	John Doe	Issue: <describe the issue that led to the item>. Action: <describe the action>	3	12/31/05
2		<add rows as needed>		

<if you are using the Branch Action Item tool, include the following statement:>

(See the Action Item System at:

http://fsb.gsfc.nasa.gov/TDL/TDL_GroupOpenItems.cfm?TDLGroup=<group name>
for current status and action details.)

Other Business

<Mention anything not covered by the sections above, or "None".>